

E911

Communications & Addressing



Bill Agee
E911 Coordinator

Lucia Burnette
Dispatch Supervisor

Addressing Process for New Construction

Listed below are the steps required to receive an address assignment for a new home or business in Franklin County.

- ☐ Obtain building permit from County Building Inspectors Office at 70 East Court Street Suite 301 Rocky Mount, VA 24151
(must have before address assignment can be made)
- ☐ Structure footers inspection completed by building inspector.
- ☐ Driveway location in place or flagged.

Once all of the above have been completed, please call the addressing office at 483-6602. Please be prepared to provide the building permit number and a current mailing address you would like to have the address information mailed to. If no one is in the office, please leave a name and return telephone number on the voice mail and someone will get back with you as soon as possible.

If you wish to make the request in person and the above have been completed, please call 483-6602 for an appointment as our addressing office is not staffed every day.

Address assignments are generally conducted each Wednesday and a letter providing the new address assignment is forwarded to the requesting party the following day. Some address assignments can be completed in the office and others will require a visit to the structure site.

Addressing Process for Existing Homes or Businesses

Where an individual only needs to verify an E911 address for an existing structure, a phone call to 483-6602 is all that is needed.

NOTE – We address structures such as houses, businesses, etc, and not vacant property or parcels. The reason is that there could be many addresses associated with an individual parcel of property. We address structures in relation to where the driveway intersects the road; therefore we must be able to identify the driveway location to a structure.

Address Request Form

Fill out the form - mail to E911 Addressing at the address below OR deliver to the 9-1-1 Center OR Fax to 540-482-6695 OR send an email with the below information to lburnette@franklincountyva.org

Building Permit Nbr/ _____

Footer Inspection Complete? YES / NO

Name of Permit Holder _____

Telephone Nbr/ _____

Current Mailing Address of Permit Holder _____